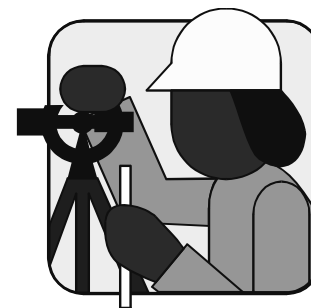


USACE A-E CONTRACTING PROGRAM

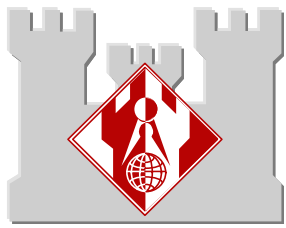


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AGENDA

- Overview of A-E Program
- Policy Update
- SF 330



OVERVIEW OF USACE A-E CONTRACTING PROGRAM



A-E CONTRACTING %

(Based on Expenditures)

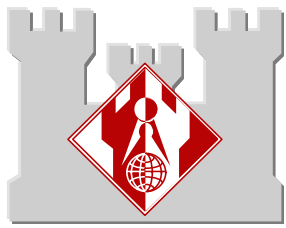
FY	MILITARY	CIVIL WORKS
99	73.3%	46.8%
00	71.3%	49.4%
01	71.5%	53.4%
02	72.0%	51.7%
03	74.2%	50.8%



A-E CONTRACT AWARDS

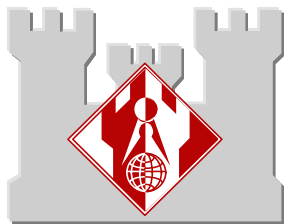
FY	AWARDS (K\$)
1997	851,202
1998	980,953
1999	884,381
2000	889,897
2001	810,237
2002	1,081,828
2003	1,589,558

Does not include all environmental consulting
not procured by Brooks Act



A-E SERVICES – FY03

NAICS	DESCRIPTION	(K\$)
541310	ARCHITECTURE	343,090
541320	LANDSCAPE ARCH.	6,785
541330	ENGINEERING	1,182,947
541360	GEOPHYSICAL S&M	7,117
541370	S&M (EXCEPT 541360)	49,541
541410	INTERIOR DESIGN	78
All Above	TOTAL A-E SERVICES	1,589,558
88% by IDCs; 34% to Small Business		

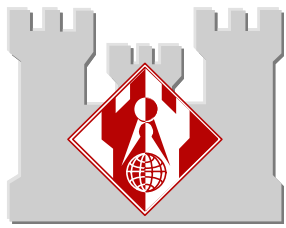


POLICY UPDATE



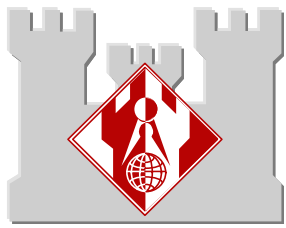
USACE A-E CONTRACTING POLICY

- Engineer FAR Supplement (EFARS):
 - Subpart 16.5: Indefinite Delivery Contracts
 - Subpart 36.6: Architect-Engineer Services
 - <http://www.hq.usace.army.mil/cepr/asp/main/parc.asp>
- EP 715-1-7 - Architect-Engineer Contracting:
 - Detailed guidance and procedures for A-E contracting
 - <http://www.usace.army.mil/inet/usace-docs/eng-pamphlets/ep715-1-7/toc.htm>
- Engineering and Construction Bulletins:
 - Quick method to issue information and directives
 - <http://www.hnd.usace.army.mil/techinfo/ECbull.htm>



INDEFINITE DELIVERY CONTRACTS

- Main A-E contracting tool – 86%
- Multiple awards preferred:
 - All firms must be considered. Document decision.
 - Price can't be a factor!
- Limits: \$3M over 3 years; \$5M over 5 years if SB set-aside.
- Minimum quantity:
 - 2%/1% rule eliminated. KO now has discretion.
 - Not a minimum guarantee! A-E must prove costs.



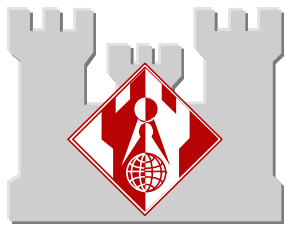
A-E EVALUATION BOARD MEMBERSHIP

- Engineering Division oversees the A-E selection process and chairs all boards.
- **New:** All engineering and construction personnel must be registered (ECB 2004-2).
- Customers can participate on boards, but must be qualified. Board chairperson approves customer representatives.



SB CONSIDERATIONS IN UNRESTRICTED CONTRACTS

- Selection: SB/SDB participation in team is a secondary selection criterion
- Negotiation – Subcontracting Plan:
 - Required if prime is not SB and contract > \$500K
 - Ensure maximum subcontracting opportunities for SB and SDB, “*commensurate with the efficient and economical performance of the contract*”
 - Goals must be realistic for specific contract
 - Based on team presented in SF 255



GSA SCHEDULE

**CORPS: DON'T USE "GSA
MULTIPLE AWARD SCHEDULE
FOR PROFESSIONAL
ENGINEERING SERVICES" FOR
WORK THAT MUST BE DONE
BY BROOKS ACT!**

**A-E FIRMS: DON'T "TEMPT"
OUR DISTRICTS IF YOU HAVE
A GSA MAS PES CONTRACT!**





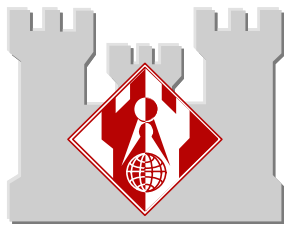
PERFORMANCE EVALUATIONS – THE RULES

- Required for all task orders over \$25,000.
- Use DD Form 2631 - 5 overall rating levels.
- A-E firm must be allowed to comment on proposed “marginal” or “unsatisfactory” rating, and can rebut to higher level. See EP 715-1-7, Chapter 6.
- Transmitted electronically to ACASS and maintained for 6 years.
- A-E firm must be provided copy of final evaluation.
- A-E firms should follow up with Corps PM if they don't receive evaluation within 60 days of completion of work. **Make sure we do our job!**



HOW PERFORMANCE EVALUATIONS ARE USED

- Excellent or unsatisfactory past performance can be pivotal in selections.
- ACASS is the primary source of past performance information (PPI), but any other credible, documented PPI can be used.
- Boards must consider relevancy of PPI: similarity of work, role in contract, which office, recentness.
- Firm can submit PPI with SF 255, and explain any past problems.
- Firms must have a chance to comment on any adverse PPI that will be used in selection decision.
- No PPI = neutral rating.

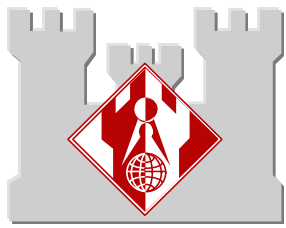


HOW TO GET YOUR PERFORMANCE EVALUATIONS FROM ACASS

- Fax a signed request on letterhead to the Contractor Appraisal Information Center at 503-808-4596.
- If you want evaluations sent by e-mail, state:
“I am aware that unauthorized third parties may intercept electronically transmitted data. I am willing to accept full responsibility for that risk, and will not hold the US Army Corps of Engineers liable in the event of unauthorized interception. Please e-mail the requested firm information to me.”

ACASS website:

<http://www.hq.usace.army.mil/CEMP/E/ES/ACASSWEB/index.htm>



ACASS EVALUATIONS (USACE ONLY)

Overall Rating	Percent
Excellent/Exceptional	23.6%
Above Average/Very Good	34.2%
Average/Satisfactory	41.8%
Below Average/Marginal	0.3%
Poor/Unsatisfactory	0.1%



ACASS MODERNIZATION

- Internet-based
- Contractor access:
 - Directly submit/update SF 330 (via CCR)
 - Retrieve performance evaluations on file (linked w/ PPIRS)
- Electronic routing of performance evaluations:
 - Within government
 - To/from contractor: draft and final
- Built-in quality control checks
- On-line help
- Standard and special reports
- Timeframe: Late 2004



STANDARD FORM 330:

The New Form for

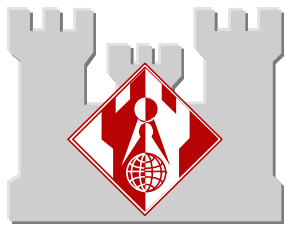
Architect-Engineer Qualifications

ARCHITECT - ENGINEER QUALIFICATIONS			
PART I - CONTRACT-SPECIFIC QUALIFICATIONS			
A. CONTRACT INFORMATION			
1. TITLE AND LOCATION <i>(City and State)</i>			
2. PUBLIC NOTICE DATE		3. SOLICITATION OR PROJECT NUMBER	
B. ARCHITECT-ENGINEER POINT OF CONTACT			
4. NAME AND TITLE			
5. NAME OF FIRM			
6. TELEPHONE NUMBER		7. FAX NUMBER	8. E-MAIL ADDRESS
C. PROPOSED TEAM			
<i>(Complete this section for the prime contractor and all key subcontractors.)</i>			
<div><div><div>(Check)</div><div>PRIME</div><div>JOINT VENTURE</div><div>PARTNER</div><div>SUBCONTRACTOR</div><div>TRANSACTION</div></div><div>9. FIRM NAME</div><div>10. ADDRESS</div><div>11. ROLE IN THIS CONTRACT</div></div>			
B. <input type="checkbox"/> CHECK IF BRANCH OFFICE			



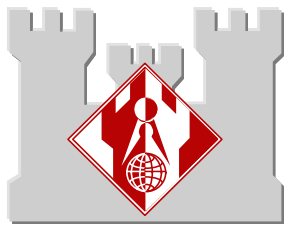
Background/Schedule

- 1996: Report by Federal Facilities Council identified needed improvements to SFs 254/255
- October 1998: Ad hoc Federal group established to develop a replacement for SFs 254/255: GSA (Chair), USACE, NAVFAC, NASA and Veterans Affairs
- October 2001: Proposed SF 330 published in Federal Register for public comment
- 11 Dec 2003: Final form published in Federal Register
- 8 June 2004: Effective date – use is mandatory



Objectives

- Replace SFs 254 and 255, which are largely unchanged since 1975.
- Merge two forms into one (SF 254 is rarely used alone):
 - Part I: Contract-Specific Qualifications
 - Part II: General Qualifications
- Delete duplicate information.
- Expand essential information.
- Eliminate information of marginal value.
- Reflect current A-E disciplines and services.



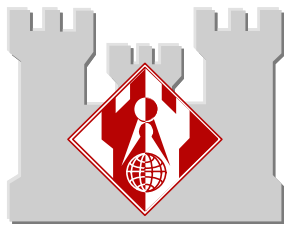
New Form, But Not New Process!

- The SF 330 is still focused on the same basic information as SF 254/255:
 - Which firms are on the project team and what are their roles?
 - Who are the key personnel assigned to the project and what are their qualifications?
 - What experience does the project team have in similar work and in working together?
- Selection criteria and selection process are not changed.



Part I - Contract-Specific Qualifications

A. Contract Information <ul style="list-style-type: none">• Title and Location• Public Notice Date• Solicitation or Project No.	Same info as required in SF 255, blocks 1, 2a & 2b.
B. A-E Point of Contact <ul style="list-style-type: none">• Name and Title• Firm Name• Phone, Fax, E-mail	Same info as required in SF 255, block 3a, except fax and e-mail added. Only one POC.
C. Proposed Team <ul style="list-style-type: none">• Contractual Relationship• Firm Name and Address• Role in Contract	Same info as required in SF 255, blocks 3, 5 and 6. Matrix format.



Part I - Contract-Specific Qualifications

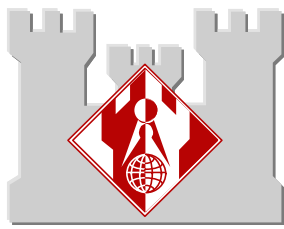
D. Organizational Chart of Proposed Team

Not required now by SF 255, but usually included by A-E's. No specific format or software.

E. Resumes of Key Personnel

- **Name**
- **Role in Contract**
- **Years Experience**
- **Education**
- **Professional Registration**
- **Relevant Projects (5)**

One page per person, instead of 1/2 on SF 255. Essentially same info as now required by SF 255, block 7, except specific blocks added to describe five relevant projects person performed.



Part I - Contract-Specific Qualifications

F. Example Projects

- **Title and Location**
- **Year Completed**
- **Project Owner/POC**
- **Brief Description & Relevance**
- **Firms Involved**

Requests info on 10 projects, similar to SF 255, block 8. Expanded to 1 page/project, which is generally current practice. Description includes scope, size & cost. Identify other firms on team involved.

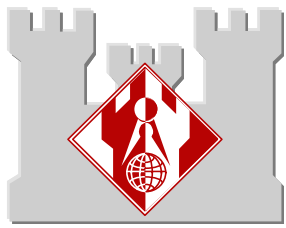
G. Key Personnel Participation in Example Projects (Matrix format)

Only really new info required on SF 330 vs. SF 255. Shows which key persons (section E) worked on which example projects (section F). Can't be fully determined on SF 255.



Part I - Contract-Specific Qualifications

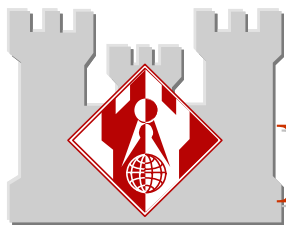
H. Additional Information	Open block similar to SF 255, block 10. Emphasis is on providing <i>additional information requested by agency</i> , not repeating info already provided above. Can attach additional pages as needed.
I. Authorized Representative	Same as SF 255, block 11.



Part I - Contract-Specific Qualifications

Other Major Changes From SF 255:

- Better instructions
- Number of Personnel by Discipline:
 - Shown in Part II only - not duplicated in Part I
- Deleted Block 9 - All Work Currently Being Performed for Federal Agencies
 - Limited value in selection process
 - Can be confusing and misinterpreted



Part II - General Qualifications

(1 page. Prepared for each *key* office)

1-8: Firm Name and Address, POC Info, Type of Ownership, Small Business?, Parent Firm, Former Names, Year Established, DUNS Number

Essentially same info as required by SF 254, block 1-6.

9. Employees by Discipline

- **Discipline Code and Title**
- **# Employees in Total Firm**
- **# Employees in Branch Ofc.**

Similar to SF 254, block 8. Uses code numbers. 62 identified disciplines vs. 24 on SF 254. Others can be added.



Part II - General Qualifications

10. Profile of Firm's Experience and Annual Average Revenues for Last 5 Years <ul style="list-style-type: none">• Profile Code and Title• Revenue Index No.	Similar to SF 254, block 10, but doesn't require # of projects and expresses revenues as ranges instead of specific \$'s. 160 identified profile codes vs. 117 on SF 254. Others can be added.
11. Annual Average Revenues of Firm for Last 3 Years <ul style="list-style-type: none">• Federal Work• Non-Federal Work• Total Work	Simplification of SF 254, block 9. Only requires annual average over last 3 years instead of annual revenues for each of last 5 years. Uses ranges like SF 254.
12. Authorized Rep.	Same as SF 254, block 11.



Part II - General Qualifications

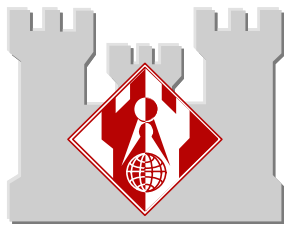
Other Major Changes From SF 254:

- Deleted list of all offices of firm (Block 7)
 - Part II is completed on branch office basis for each key branch office involved
- Deleted 30 example projects (Block 11)
 - Not typically used by selection boards.
Focus is on 10 example relevant projects in Section F.



Comparison of SF 330 to SF 254/255

- Deleted:
 - Duplication of number of personnel (255/4 & 254/8)
 - Current work for other Federal agencies (255/9)
 - List of all offices and # of personnel in each (254/7)
 - Revenue info for each of last 5 years (254/9)
 - Number of projects for each profile code (254/10)
 - Specific \$'s for each profile code (254/10) – use ranges
 - 30 Example projects (254/11)
- Added:
 - Organization chart
 - Expanded information on example projects
 - Matrix of key personnel participation in example projects



Implementation

- A-E announcements issued before 8 June 2004 will continue to require submission of SF 254/255.
- A-E announcements issued on/after 8 June 2004 will require submission of SF 330.
- Firms will eventually enter SF 330 Part II electronically via the Central Contractor Registration (instead of sending paper SF 254 in ACASS).
 - May be interim paper submission to ACASS.
- Agencies are encouraged to set reasonable page limitations.
- GSA forms website has SF 330 in fillable PDF and FormNet electronic formats.
- Commercial software products now available.



Summary – SF 330

- Effective 8 June 2004.
- Responsive to public comments.
- Provides essential information agencies need for A-E selection in streamlined format.
- Reflects current A-E industry.
- Should take less effort to complete after initial “learning curve”.
- Not intended to change agency submission and selection practices!



CLOSING THOUGHTS

USACE ...

- Is very dependent on the A-E industry to fulfill its many missions.
- Strongly supports QBS.
- Uses IDCs appropriately.
- Seeks to evaluate performance fairly and timely.
- Is modernizing ACASS and linking with Federal data systems.
- Is implementing the SF 330 and which will streamline the A-E submission and selection process.